

YOUTH SERVICES POLICY

Title: Position Descriptions Next Annual Review Date: 05/04/2013	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.23
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References: ACA Standard 2-CO-1C-01 and 2-CO-1C-08 (Administration of Correctional Agencies); 4-JCF-6D-01 (Performance-Based Standards for Juvenile Correctional Facilities); Civil Service General Circular No. 1684, 01/18/2007	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 05/04/2012

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE :

To provide for the development of position descriptions for all Civil Service positions and ensure that the duties and qualifications for all agency positions are reviewed annually to ensure that organizational objectives and the agency's mission are being met.

III. APPLICABILITY:

All Youth Services (YS) employees. Unit Heads shall ensure that procedures are in place to comply with the provisions of this policy.

IV. DEFINITION:

Supervisor - A staff member assigned to supervise, manage or direct the work of another staff member(s).

V. POLICY:

It is the Deputy Secretary's policy that written position descriptions and job qualifications be developed for all positions within YS.

VI. PROCEDURES:

- A. It is the responsibility of each supervisor to ensure that job descriptions (SF-3) are reviewed on an annual basis as part of an employee's performance evaluation to determine if duties described therein are current and accurate. Revisions to position descriptions shall be made as needed.

- B. Each position description review shall be documented using the attached SF-3 "Position Description" form. The attached Form SF-3 "Instructions" shall be used as a guideline, and form SF-3A "Position Description Optional Attachment" shall be used as needed for those positions with specific requirements.
- C. Employees and supervisors shall ensure the accuracy of all statements presented on position descriptions.
- D. Position descriptions shall be updated as follows:
 - 1. At least every five (5) years;
 - 2. When major duty changes have taken place; and
 - 3. Prior to filling a vacant position at the supervisory level or above, unless the position description has been updated within the last 12 months.
- E. All completed SF-3's with corresponding attachments shall be submitted to Central Office Human Resources.

Previous Regulation/Policy Number: A.2.23

Previous Effective Date: 01/26/2011

Attachments/References:



SF-3 A Optional Attachment.doc



SF-3 Position Description.docx



SF-3 Instructions.doc